

Department of the Army
Letterkenny Army Depot
Chambersburg, PA 17201-4150

*LEAD Pamphlet 385-4

1 March 1993

Safety

Requirements for Security, Safety, and Fire Prevention for Contractors Performing Work on Letterkenny Army Depot (LEAD) and Savanna Army Depot Activity (SVADA)

Applicability. This pamphlet is applicable to all contractors, subcontractors, their employees, and depot elements connected with each contract.

Impact on New Manning System. This pamphlet does not contain information that affects the New Manning System.

Suggested improvements. The proponent agency of this publication is Letterkenny Army Depot. Users are invited to send comments and suggested improvements to Commander, Letterkenny Army Depot, ATTN: SDSLE-CS, Chambersburg, PA 17201-4150.

Gender statement. The word "he" as used in this regulation represents both genders, unless specified otherwise.

Contents

	Page
Purpose	1
References	1
Principal rules	2
Security	2
Injuries	5
Fire prevention	5
Safety	8
Environmental	15
Contracts for Savanna Army Depot Activity (SVADA)	15

1. Purpose. This pamphlet provides guidelines on general safety, security, and fire methods and procedures, a coordinated facet of the Army Safety Program, for contractors and subcontractors to follow in all contracts.

2. References.

- a. AMC-R 385-100 (Safety Manual).
- b. EM-385-1-1 (Safety Requirements, Department of the Army, Corps of Engineers).
- c. 29 CER 1910 (Occupation Safety and Health Standards).
- d. 29 CFR 1926 (Safety and Health Regulations for Construction).
- e. LEAD-R 200-3 (Environmental Management Plan).
- f. National Fire Codes.
- g. National Fire Protection (NFPA) Standard 51B.
- h. National Electric Code.

*This pamphlet supersedes LEAD-P 385-4, 15 May 1987, including changes.

1 March 1993

i. Institute of Makers of Explosives.

j. DOD Explosives Safety Standards.

3. Principal rules.

a. Seat belts are required to be worn while driving or riding in contractor-owned and privately owned vehicles (POVs).

b. The following personnel have authority to stop operations or practices where imminent danger (action which may result in death, serious physical harm to personnel, or damage to depot property) is involved.

(1) Safety/Health Officer.

(2) Any operational supervisor.

(3) Contracting officer/or contracting officer's representative.

(4) Depot or contractor representative.

c. Safety officers or contract inspectors must notify the contracting officer of noncompliance with the recognized safety standards outlined in this pamphlet. The contracting officer may issue an order to stop all or part of the work until unsafe conditions or practices have been discontinued and proper corrective action is taken. The contractor for repair and utilities contracts must report to the Chief, Engineering and Planning Division, the total number of man-hours expended on his project each week.

d. Contractor must comply with Occupational Safety and Health Act (OSHA) standards to include 29 CFR 1910, General Industry, and 29 CFR 1926, Construction. Contractor shall use equipment meeting recognized State and national safety standards to include OSHA, American National Safety Institute (ANSI), Underwriters Laboratory (UL), and National Fire Protection Association (NFPA). Equipment will be maintained and operated in accordance with manufacturer's operating instructions and restrictions. The contractor, if sited for Pennsylvania State Labor and Industries, OSHA, or other safety violation, will correct such deficiencies without cost or delay to the Government. The number of employees will not exempt contractor or subcontractor from full compliance with OSHA standards in the execution of this contract. The contractor and worksites will be subject to unannounced warrantless inspections by qualified and properly authorized personnel.

e. In addition to the OSHA requirements, the following security, medical, fire prevention, environmental, and safety requirements must be followed as part of the total contract fulfillment.

4. Security — contractor/employees.

a. Contractor/employees must register at building S-~~63~~⁵ to be issued a security identification badge and register any vehicles to be operated on LEAD. Badge room and vehicle registration hours are 0730 to 1600.

(1) Badges or decals will not be transferred from one individual to another or from one contract to another. Badges remain Government property and will be returned to the Directorate of Law Enforcement and Security upon termination of an employee and/or completion of the contract.

(a) All contractor vehicles entering the Ammunition Area must have a company registration card and company logo on the side of the vehicle. No POVs will be permitted.

(b) Loss of contractor badges must be reported to the Directorate of Law Enforcement and Security (Badge Room) within 3 working days.

1 March 1993

LEAD-P 385-4

(c) When a contract employee is terminated, it is the responsibility of that supervisor to retrieve the badge and decal from the displaced employee.

(d) If the terminated employee becomes disorderly, the supervisor will call the Police Desk at extension 8800 to request assistance in removing the employee from the depot.

(e) The speed limit on the depot is 35 miles per hour (MPH) unless otherwise posted. The depot falls under the Federal Magistrate System.

(f) All vehicles entering the depot are subjected to the consensual inspection program. Parking spaces are designated at each gate for those persons not wishing to have their vehicles inspected.

(2) Clearance will be obtained with the Directorate of Law Enforcement and Security upon completion of contract and prior to their departure from the depot, to ensure that all contractor badges, decals, and/or temporary passes have been turned in. Failure to comply could result in delaying payment of final invoice for work completed and denial of future entry to the depot.

(3) The Directorate of Law Enforcement and Security will be furnished the names of all employees working under the specific contract(s). This will include all subcontractors and their employees. The Security Manager will be notified of any and all changes to this list.

(4) The Directorate of Law Enforcement and Security will be furnished a telephone number and a supervisory point of contact.

(5) A completed SDSLE Form 1137-2 (LEAD Contractor/Visitor Photo Record Card) authorized by the contracting officer or contracting officer's representative (depot employee) will be in the possession of any contractor employee reporting to security for processing/badging.

(6) The Directorate of Law Enforcement and Security will be furnished the name(s) of the supervisor who will be responsible for issuance and return of badges for contractor employees in firm concerned.

b. Cameras and other photographic equipment, except when expressly approved by the Security Manager, are not permitted. No photographs, sketches, or drawings may be made of any area, object, activity, or construction without the express approval of the Security Manager.

c. Personally owned property or equipment similar to Government-owned property and equipment should not be brought onto the installation.

d. Any packages, articles, containers, or other property except that which is obviously personal property will not be removed from LEAD.

e. Firearms, ammunition, alcoholic beverages, dangerous drugs or narcotics, or any contraband item will not be in their possession at any time while on the confines of the depot.

f. Employees are restricted to their area of operation except when engaged in official business.

g. Any forms provided will be accurately completed.

h. Employees may be prosecuted through the U.S. Federal Courts for any crimes (e.g., disorderly conduct, assault, theft, or pilferage of Government property) committed on LEAD.

i. Demonstrations will not be held on the depot. Any forms of strike, demonstrations, work stoppages, labor disputes, etc., will be conducted outside of the depot limits and in a peaceful and orderly manner so as not to interfere with normal working operations and business of the depot.

1 March 1993

j. Prior approval will be obtained from the contracting officer, contracting officer's representative, and the Directorate of Law Enforcement and Security, for working other than normal duty hours, Monday through Friday, weekends and holidays. Normal working hours are construed to mean 0730 through 1615 hours.
1530

k. When reporting to have vehicles registered, a valid State Motor Vehicle Operator's License, owners card, and proof of insurance will be in employee possession and must otherwise comply with the Pennsylvania Motor Vehicle Code. Temporary vehicle passes will be issued for 30-day intervals for contracts of 4 months or less.

(1) Motorized equipment on the depot will not be operated by anyone under 18 years of age.

(2) A vehicle will not be left unattended until the motor has been shut off, the gear shift lever placed in the "in gear" or "park" position, and the hand brake properly set. Chock wheels of vehicles parked on grades and during loading operations.

(3) Personnel are not permitted to ride with arms and legs outside the truck body, in a standing position on the body, or on running boards, fenders, or the load itself. Trucks being used to transport personnel shall have sides and tailgate.

(4) Vehicle will be parked off the paved road area and at least 30 feet from a building adjacent to the contractor's site of operations. Existing parking lots will be used by contractors and their employees. Generally, automobiles shall be parked in designated areas only and preferably outside the restricted area fence. Vehicles will not be closer than 6 feet from railroad tracks.

(5) Prior to moving vehicles, materials being hauled will be properly secured on open-sided flatbed trailers.

1. All posted traffic control regulations and signs will be observed.

(1) Travel on warehouse docks and ramps is not permitted unless cleared through Directorate of Law Enforcement and Security for a particular purpose.

(2) Parking on intersections or in front of warehouse doors is not permitted. Courteous driving is expected.

(3) Come to a complete STOP for school buses loading or unloading.

m. All vehicle/equipment accidents will be reported immediately to Police Desk, extension 8800. Vehicles and other evidence will not be moved except when necessary for movement of traffic or to prevent spread of fire, danger of explosion, etc.

n. Damaged/deteriorated security identification badges will be turned in to Directorate of Law Enforcement and Security for a replacement.

o. You are limited to three keys (maximum) for each area in which they are operating (agriculture lessee included).

(1) Keys will not be given to any person unless he is employed by the contractor lessee and has been processed through Security and Plans Division.

(2) Lost keys will be reported to Security and Plans Division, immediately.

(3) Keys will be returned within 24 hours, to Security and Plans Division, upon termination of lease.

1 March 1993

LEAD-P 385-4

p. Notify the Directorate of Law Enforcement and Security and contracting officer's representative at least one workday in advance of expected deliveries of materials, visits from service personnel, or similar visits by persons not employed at the job site so that appropriate clearances and approvals to enter the depot can be arranged.

q. The contracting officer's representative will coordinate with the Directorate of Law Enforcement and Security to provide escorts, inspect shortage containers, and perform any other required security-related actions.

5. Injuries — contractor employees.

a. Treatment of routine injuries sustained while on Government property must be arranged for by the contractor or contractor employee through local physicians. Treatment at the depot Health Clinic is not available. In case of emergency, dial 911. The local ambulance service will transport persons needing emergency care to the Chambersburg Hospital.

b. A complete report of injuries will be made on OSHA forms. This report will be forwarded to OSHA and copy furnished to Letterkenny Safety Office. Immediate reporting of injuries must be made to Safety Office personnel for assistance in investigating accidents. Forms are available from the contracting officer's representative or contracting officer.

6. Fire prevention — contractor/employees.

a. Emergency reporting.

(1) Any person discovering a fire, regardless of its type, extent, or damage, will immediately notify the Protective Services Division, simultaneously alerting the building occupants whenever feasible. When occupants are jeopardized, they will be warned first; otherwise notification of the Protective Services Division will take precedence.

(2) When using a commercial-type telephone, dial 911. This will connect with Franklin County Office of Emergency Management. Be prepared to give information such as exact location (Letterkenny Army Depot, Building _____), nature of the emergency, name, and telephone number.

(3) When using a depot telephone, dial 911. This will connect with LEAD Fire Department. Be prepared to give the necessary information as above.

b. Fire extinguishers.

(1) All motorized equipment operated in the ammunition area and/or transporting flammables, explosives, or other dangerous materials to any location of the depot will be equipped with a fire extinguisher of a type and make approved by the National Board of Fire Underwriters with a rating of at least 10 BC.

(2) Contractor-owned temporary buildings will be equipped with fire extinguishers with a minimum rating of 40 BC.

(3) Suitable fire extinguishers will be made available in the immediate vicinity whenever blow torches, portable furnaces, tar kettles, welding, or cutting equipment are used.

(4) All privately owned extinguishers must be inspected at the Protective Services Division, building 521, prior to installation in buildings and at least once a month thereafter.

c. Smoking.

(1) Smoking is permitted in established smoking areas approved by the Depot Fire Marshal.

1 March 1993

(2) Matches, lighters, or other flame-producing devices (torches, welders, etc.) will not be carried in the ammunition restricted areas, except when an SDSLE Form 814 (Match or Heat Producing Permit) has been issued by the Safety Director.

(3) Kindling of any fire on the depot is not permitted except by authority of the Depot Fire Marshal.

(4) Smoking will not be permitted in the following areas:

(a) Warehouses, storerooms, sheds, packing areas, salvage areas, attics, lofts, crawl spaces, roofs, and under structures.

(b) Gymnasiums, auditoriums, and chapel.

(c) Battery charging areas, photographic labs, paint shops, carpenter or wood working shops, or any place where flammable liquids are handled or explosive vapors may be present.

(d) Loading ramps, in beds of trucks or trailers while loading and unloading material.

(e) In areas where live ammunition or similar explosives are present.

(f) Where gasoline or other petroleum products are stored or handled.

(g) Where insecticidal fog is applied.

(h) Where aircraft are parked or under repair.

(i) Wherever accumulations of scrap, trash, rubbish, or other combustibles constitute a fire hazard.

(j) Whenever operating material handling equipment.

d. Approval of the Depot Fire Marshal will be obtained prior to installation and use of any heating devices, including oil burners or electric heaters.

e. A one-day supply of gasoline or other flammable liquids necessary for the operation can be brought on the depot, in approved type safety cans with flame arrestor screens. Approval may be given by the Depot Fire Marshal for the erection of a noncombustible structure, not exceeding 8 x 10 feet, for the temporary storage of flammable liquids. Structure must be erected in accordance with the requirements of the latest edition of the National Fire Codes. Dikes will be provided around the outside of such building to retain the contents where required. The amount of flammable liquids permitted to be stored in a structure of this type will be determined by the Depot Fire Marshal.

(1) Written authorization will be obtained from the Depot Fire Marshal, with the concurrence of the Safety Director, to install, fill, and dispense gasoline from storage tanks by pumping. The following specific conditions will govern the approval for installation of such facilities:

(2) Refueling shall be done at least 20 feet from buildings and loading docks and 90 feet from explosives location or building.

(3) During gasoline refueling, an electrical, continuous grounding path shall be maintained between the tank being filled and the tank being emptied.

(4) Two hundred fifty gallons per compartment from mobile units is maximum quantity that may be dispensed at a minimum distance of 90 feet from explosives and ammunition handling facilities.

(5) Gasoline will be transported, stored, and handled in accordance with the latest revision of the National Fire Codes and other applicable directives.

1 March 1993

LEAD-P 385-4

(6) Fire extinguishers with a minimum UL rating of 20 BC shall be provided at gasoline dispensing site. Dispensing pumps must be of an approved type which includes hose and proper bonding.

(7) Tank trucks containing large quantities of flammables (250 gallons per compartment or over) will not be permitted to enter the ammunition area without approval of the Protective Services Division and Safety Office.

(8) Contractor shall be responsible for reporting all spills which become out of control to the Protective Services Division by dialing 911.

f. Inspections of the work areas at the close of daily operation to ensure that necessary safeguards against fire hazards have been observed are required.

(1) Aerosol spray or pressurized containers must not be put into trash cans for disposal. Contact Chief, Environmental Management Division, and Safety Director for assistance.

(2) Fire lanes, exits, means of egress, and fire protection equipment shall be maintained clear of all material unless approved by the Protective Services Division and Depot Fire Marshal.

g. Use extreme caution during the use of welding torches.

(1) Approximately 6 percent of fires in industrial properties and many fires in other properties are caused by cutting and welding, primarily with portable equipment in areas not specifically designed or approved for such work. Cutting and certain arc welding operations produce literally thousands of ignition sources in the form of sparks and hot slag. The electric arc or the oxy-fuel, gas flame, and the hot work pieces are also inherent ignition sources.

(2) NFPA Standard 51B establishes the procedure for cutting and welding processes. DA Form 5383-R (Hot Work Permit) has been prepared for the guidance of cutters, welders (including persons doing the cutting and welding), fire watchers, their supervisors (including outside contractors), and those in management on whose property cutting and welding is to be performed.

(3) Before cutting, welding, and open flame soldering is permitted, the Protective Services Division will be notified, preferably 24 hours in advance. Before the worksite is inspected, the organization performing the work and the activity who is responsible will assure the area is free from explosive atmospheres (mixtures of flammable gases, vapors, liquids, or dust with air), or explosive atmospheres that may develop inside uncleaned or improperly prepared drums, tanks, or other containers and equipment which have previously contained such materials, or that may develop in areas with an accumulation of combustible dust. The Protective Services Division will inspect the area and issue the DA Form 5383-R and post it at the worksite if the area is fire safe. After work is performed, the Fire Protection Division will be notified to make an inspection (recheck) and pick up the permit.

(4) No welding or cutting will be done within a radius of 35 feet from combustible material and 50 feet from flammable liquids.

(5) Oxygen and acetylene cylinders shall be placed at a safe distance from the work. Valves at the cylinders and at the torch shall be shut off at lunch periods and during other appreciable periods of time when the torches are not in use. All oxygen/acetylene cylinders will be equipped with a back flash check valve. All cylinders, full and empty, must be secured in an upright position and must never be stored with the fuel source.

(6) Where feasible, the floor should be wet down within a radius of 35 feet.

h. All electrical equipment and wiring shall conform to standards of the latest edition of the National Electric Code.

1 March 1993

(1) All branch circuits shall originate in an approved power outlet or panelboard. All conductors shall be protected by overcurrent devices at their rated capacity.

(2) Temporary lights shall be equipped with guards to prevent accidental contact with the bulb, except that guards are not required when construction of the reflector is such that the bulb is deeply recessed.

i. Sprinkler and alarm systems: All work which involves alteration, extension, demolition, or contact with fire protection sprinkler systems or fire alarm systems or their components must be coordinated with the Protective Services Division. All work must be performed so that sprinkler and alarm systems can be de-energized at the start of the contractor's work shift and returned to service at the end of the shift. Sprinkler and alarm systems shall not be left out of service when the contractor leaves the worksite.

j. When it becomes necessary to protect a door opening which is a required egress, only noncombustible panels, flame resistant tarpaulins or approved materials with equivalent fire retardant characteristics shall be used. Everyday plastic is unacceptable when used to enclose structures forming equipment and similar items; the enclosing material shall be fastened securely or guarded by construction so it cannot be blown by the wind against heaters or other sources of ignition.

7. Safety. Contractor/employees must be familiar with types of work they are to be expected to perform and each particular phase of the operation and ensure:

a. Personal protective clothing and safety equipment are used in the following manner:

(1) Hard hats will be worn by those working near or under locations where tools, equipment, or materials may fall.

(2) Suitable eye protection devices must be worn by personnel exposed to eye injuries. The equipment should be cleaned and maintained in good, serviceable condition. Goggles and eye shields must not be made of nitrocellulose or other highly flammable materials. Goggles and eye shields will comply with Federal specifications and/or ANSI standards.

(3) Employees handling rough, sharp, hot, or abrasive materials shall wear hand protection.

(4) Respiratory protection shall be provided to those subject to hazardous dusts, gases, and fumes. Type of respirators will be determined by the Industrial Hygienist.

(5) Those working from unguarded surfaces 6 feet or more above ground shall be secured by safety belts or life lines.

(6) Steel-toed industrial shoes shall be worn by those who are engaged in work which requires foot protection.

b. Electrical equipment and wiring are handled as follows:

(1) Any work on live or "hot" circuits will be coordinated with Engineering and Planning Division or Operations and Maintenance Division prior to start. The safety switch or circuit breaker shall be locked and tagged out prior to starting work on any circuit.

(2) Electrical wiring, temporary or permanent, will conform with National Electric Code requirements.

(3) Fuses must be removed and supply switches opened before any work is started on electric wiring. No work shall be done on any electric device until the device is disconnected from the circuit.

1 March 1993

LEAD-P 385-4

(4) Electric cords shall not be looped over nails or other metal objects and will not be run over by equipment.

(5) All electrical equipment to be used by the contractor must be equipped with three-wire cords and three-way plugs. The third wire shall act as a ground.

c. Single-phase electric hand tools are properly grounded and maintained in a safe working condition. Manufacturer's rated double-insulated, shockproof, electric hand tools excepted.

d. Portable tools and equipment are used as outlined.

(1) Painted wooden ladders shall not be brought on the depot.

(2) All ladders, except stepladders, shall be equipped with nonslip bases.

(3) Ladders should be inspected each day for such items as:

(a) Loose or broken steps or rungs.

(b) Broken, split, or cracked rails.

(c) Loose nails, screws, or bolts.

(d) Missing, broken, or damaged safety shoes.

(e) Defective locks (on extension ladders).

(f) Condition of rope and sheaves.

(g) General serviceability.

(4) Portable and extension ladders will be placed at a safe angle. The distance between the foot of the ladder and the object against which it is leaning will be approximately one-fourth the length of the ladder. Ladders placed on unstable ground as footing will be secured top and bottom.

(5) Metal ladders will not be used by electricians or around electrical work or electrical circuits.

(6) Scaffolds will be designed to support at least four times the maximum load to be imposed upon it. Securely fastened guard rails and toe boards shall be provided at the edge and end of platforms for use of more than 10 feet above floor.

(7) Hand tools will be kept in good repair. They shall be tempered or dressed as needed. Boxes or shelves shall be provided for tools not in use. Defective tools will be removed from service immediately. Sharp tools will not be carried in pockets or thrown from person to person or job to job. Files will be equipped with suitable handles. All power tools will have required guards installed and in proper working order.

(8) Ropes, cables, slings, and their fittings and fastenings will be inspected periodically for wear, stretch kinks, or any other deterioration that would make them hazardous for use.

(9) Only trained personnel should be permitted to handle explosives cartridge actuated tools. Arrangements will be made with the manufacturer to have his training personnel instruct all persons who are to use these tools.

1 March 1993

(10) Tools of this type will be secured in accordance with increased security requirements. Chief, Law Enforcement Division, will be contacted prior to securing these tools on the depot.

(11) The various manufacturers have provided different methods of guarding against the hazard of accidental projecting studs. A thorough, periodic inspection of all working parts shall be made.

(a) Guards or shields are commonly used to prevent ricochet. Such safety devices should not be removed or altered for the sake of convenience. The angle of the gun should not exceed the limit established by the manufacturer.

(b) The use of such tools in explosive atmospheres will not be permitted. The tools must not be used in places where nonsparking tools are required. Studs and pins must not be driven into explosive contaminated materials.

(c) If the material into which the stud is driven is too light, the stud will go through and be as dangerous as a stray bullet. Precautions should be taken against such a possibility. The velocity with which the stud strikes the material may cause dirt, scale, splinters, etc., to fly out violently enough to injure the eyes or face. Protective goggles must be worn.

(d) The operator must make certain that no one is standing behind the work area in line of fire or in any way endangered when the tool is fired. Before firing the power-actuated tool into any wall or partition where any possibility exists that personnel on the other side of the wall could be injured if the stud pierced the wall, positive methods will be employed to determine the exact structure of the wall so that the proper cartridge will be used. If necessary, place sandbags, timbers, or other protective devices behind the work.

(e) The tools should never be pointed at any persons or held horizontally when not in use. Fingers and hands must be kept away from the front of the barrel. Power-actuated tools will not be transported while loaded. Cartridge will not be loaded into a tool until just prior to being fired.

(f) In case of misfire, the tool must be held in operating position for at least 1 minute, and then immediately placed in vertical position, muzzle down, and the shell removed.

e. Cranes, hoists, and derricks are used as follows:

(1) Crane operation concerns the safety of many persons. The operator shall be alert and give his undivided attention to his duties at all times.

(2) Wheeled or trucked cranes will not be operated in buildings without approval from the Safety Director.

(3) Cranes shall not be operated with the boom closer than 10 feet from any overhead high voltage lines. Before leaving the crane cab at the end of the day, the operator shall lower the boom. Cranes shall not be left with load slings or chains dangling in midair where they constitute a hazard to the movement of trucks and equipment.

(4) Hoist brakes should be tested frequently by throwing the controller in "off" position after a load has been lifted a few inches. If the brake does not hold, stop work until it has been adjusted.

(5) Load rating shall be posted on all hoisting equipment.

(6) Always have hoist directly over load; side or end pulling is dangerous. See that all loads are safety hooked. Do not carry loads over workmen or driveways.

(7) Never swing or jerk a load or lift it when anyone could be caught between it and other objects.

1 March 1993

LEAD-P 385-4

- (8) When pulling chains out from under a load, see that no one is in a position to be hit by the chain.
- (9) A standard signal system must be used and only one designated person at a time will give signals. The crane operator will not take signals from more than one person at a time.
- (10) The operator of a crane shall test and inspect the crane at the start of each shift or job. Any defects shall be promptly reported to the supervisor and corrected before using the crane.
- (11) Cables, chains, slings, and hooks should be carefully inspected immediately prior to each use and monthly thereafter.
- (12) Combustible materials shall not be kept in crane cabs.
- (13) No one except authorized persons shall be permitted to ride in the crane cab. Riding on loads, hooks, buckets, or material being hoisted is prohibited.
- (14) Outriggers or rail clamps shall be used when the load to handle at that particular radius exceeds the safe working load without outriggers, as specified by the manufacturers for that crane.
- (15) Capacity chart of safe lifts and crane boom radii shall be posted in the cab of every crane used on the depot.
- (16) Side pull shall be avoided. When heavy loads are to be lifted, the boom shall be slowed until directly over the load. Cranes shall not be operated without the full amount of any ballast specified by the maker in place, except that motor truck cranes that have dropped the ballast may be operated temporarily with special care and only for light loads without full ballast in place.
- (17) There shall be at least two full wraps of cable on the drums on cranes, hoists, and derricks at all times during operations.
- (18) Material to be used as part of the job will not be used as ballast or counterweight for hoists and cranes.

f. Blasting operations:

- (1) The transporting, handling, storage, and use of dynamite and other explosives and blasting agents shall be directed and supervised by a person of proven experience and ability in blasting operations. These operations shall be in accordance with the requirements of the Institute of Makers of Explosives, manufacturer's recommendations, and DOD Explosives Safety Standards as applicable.
- (2) The contractor or agency performing the blasting shall notify Chief, Engineering and Planning Division, in sufficient time, informing him of the date, place, and time blasting is to be done, along with method and types of explosives to be used.
- (3) Chief, Engineering and Planning Division, in turn, shall notify the Safety Director; Chief, Ammunition Surveillance Division; Police Desk, Security Division; and Director of Information Management.
- (4) Director of Ammunition Operations shall be notified prior to any blasting operations within the restricted ammunition area.
- (5) While explosives are being handled or used, smoking shall not be permitted and no one near the explosive shall possess matches, open light, or other flame or fire. No person shall be allowed to handle explosives while under the influence of intoxicating liquors, narcotics, or other drugs which could affect that person's performance.

1 March 1993

(6) Only commercial explosives of proven quality will be permitted. The abandonment of explosives is strictly prohibited.

(7) The use of nonelectric blasting caps is mandatory due to the danger of premature detonation by induced radio frequency currents in the industrial area. Electric blasting caps may be used in the restricted area where stray currents, static electricity, and radio frequency energy can be controlled. The posting of signs warning against the use of mobile transmitters on all roads within 350 feet of the blasting area is required.

(8) Time or miner's fuse will be used to initiate the nonelectric blasting cap. Actuating device for electric blasting caps must remain in the possession of a responsible individual. This individual must satisfy himself that all personnel in the vicinity are in a safe place before final connections are made to device for blasting.

(9) The quantity of explosives permitted on the depot at any time will be kept to an absolute minimum and shall not exceed 350 pounds and 100 nonelectric blasting caps, or 100 electric blasting caps. No overnight storage of explosives by the contractor is permitted.

(10) Trucks used for transporting explosives shall display #1 fire symbol and be in good mechanical condition and must have no gasoline leaks. In open-type vehicles, the explosives must be covered with a fire-resistant tarpaulin. Vehicles transporting blasting explosives shall enter gate closest to scene of operation and will be inspected prior to entry for condition of brakes, fire extinguishers, gasoline tanks, and explosive placards. A representative of the Ammunition Surveillance Division or Safety Office will perform the inspection. All vehicles carrying explosives shall stop at all railroad crossings. All flame producing devices, including emergency devices, must be removed from vehicle while transporting explosives.

(11) All vehicles used to transport explosives shall be marked on both sides and ends with the word "EXPLOSIVES A" in letters not less than 3 inches high.

(12) Blasting caps, blasting caps with safety fuse, blasting caps with metal clad, mild detonating fuse, and/or electric blasting caps may not be transported in the same motor vehicle with high explosives.

(a) The blasting caps must be packed in an authorized Department of Transportation outside shipping container.

(b) Box or container must be loaded on vehicle so that content is immediately accessible for removal and placed where damage will not be incurred by other falling items during transit.

(13) No metal, tool, oils, matches, batteries, or acids shall be carried in the bed of a truck transporting explosives. When steel or part steel bodies are used, canvas or other nonflammable materials must be employed to separate the explosive from the steel.

(14) Each vehicle carrying explosives on the depot shall be equipped with at least two standard Class B and C portable fire extinguishers. As a minimum, each shall have a classification of 1-B, C.

(15) Trucks transporting explosives shall not be driven at a speed greater than posted limits.

(16) No person other than the authorized driver and helper shall be permitted to ride in trucks transporting explosives.

(17) Explosives unloaded from trucks shall be placed at sufficient distance from exhaust to prevent danger of sparks igniting the explosives.

1 March 1993

LEAD-P 385-4

- (18) Persons transporting or handling explosives shall not carry on their person or in the truck, matches, firearms, ammunition, or other flame producing devices.
- (19) Dynamite and blasting explosives shall only be removed from containers as they are required for immediate use.
- (20) After loading of a shot is completed, all excess explosives and detonators shall be returned at once to place of safe storage.
- (21) All drill holes shall be of a greater diameter than the diameter of cartridges of explosive used. Loading and drilling shall not be carried out at the same time in the same area.
- (22) Drilling will not be resumed after blasts until an examination has been made to make sure that there are no unexploded charges remaining. Drilling is not permitted to deepen a hole that was previously charged with explosives.
- (23) Prior to loading hole, representatives as listed in paragraph (3) above must be notified in order to inspect the site and inform contractor whether conditions are satisfactory to proceed.
- (24) In loading small diameter bore holes, tamping shall be done with a wooden stick having no metal parts. Violent tamping shall be avoided. Primed cartridges shall not be tamped.
- (25) All loaded holes or charges shall be checked and definitely located before firing.
- (26) Under no circumstances will cartridges to be primed exceed those required for a single round of blasting. Prima cord, if used, shall only be inserted in a hole in the end of a cartridge prepared for that purpose by use of a sharpened wooden stick or special tool. No cap shall be inserted in the explosive without first making the approved hole.
- (27) When blasting is done in the vicinity of structures likely to be damaged by blast effect, all charges shall be adequately covered with blasting mats and rubber tires before firing.
- (28) Cartridges shall not be primed or holes loaded during lightning storms. Primers shall be made only as required for each round of blasting.
- (29) Sufficient lengths of prima cord, if used, must extend above the surface in order to permit each connection of the blasting cap to the prima cord. Blasting cap will not be covered by earth or rock.
 - (a) The minimum length of time fuse shall be 3 feet but adequate to permit all personnel to retire to safe distance.
 - (b) Prior to operation, time fuse, when used, will be treated to ensure burning time of no less than 40 to 45 seconds per foot.
 - (c) Crimping of blasting cap to time fuse, if used, must be accomplished with approved crimpers only.
- (30) Total quantity of explosives that will be blasted at any one time will not exceed 10 pounds except when warranted by special circumstances and approved by the Safety Director.
- (31) When loading blasting agents pneumatically over electric blasting caps, semiconductive delivery hose shall be used and the equipment shall be bonded and grounded.
 - (a) Blasting operations shall be conducted during daylight hours only.

1 March 1993

(b) Blasters, when testing circuits to charged holes, shall use only blasting galvanometers designed for this purpose. Only the individual making leading wire connections in electrical firing shall be allowed to fire the shot. Leading wires shall remain shorted and not be connected to the blasting machine or other sources until the charge is to be fired.

(c) In case of misfires, personnel shall not return to the point of initiation for at least 30 minutes, after which no more than two qualified persons shall examine the misfires for electric blasting. For nonelectric blasting, personnel shall wait one hour.

(d) After the blast has been fired, a careful inspection shall be made to determine if all charges have detonated. If charged hole(s) are found, these shall be fired before work proceeds. If impossible to fire by additional primer, explosives may be removed by a qualified person.

(32) If explosives are removed from vehicles so vehicles can be utilized, they shall be placed in a wooden chest and locked when not guarded. The chests of explosives and vehicles shall be separated from each other by a minimum of 50 feet and not in a congested area. An explosive sign shall be posted at each site.

(33) When necessary for contractors to keep any explosives on the depot overnight or during non-working hours, special arrangements will have to be made through the Safety Director, Director of Ammunition Operations, and Chief, Ammunition Surveillance Division. These arrangements will be made during normal depot working hours by contacting the Safety Director's office. Also, the Police Desk and Protective Services Division personnel must be notified to the time and place, without fail.

g. Excavating and trenching:

(1) Any trench or excavation dug 4 feet deep or more will require immediate shoring or laid back to stable slope where employees may be exposed to cave-in. An adequate means of exit shall be provided and located no more than 25 feet of lateral travel.

(2) Only a minimum of trenching will be opened to complete the immediate need. Excess opening of trenches will not be allowed.

(3) In excavations which employees may be required to enter, excavated material should be retained at least 2 feet from the excavation edge.

(4) Water shall not be allowed to accumulate in an excavation.

(5) When mobile equipment is utilized adjacent to excavation, stop logs shall be installed and the side of the excavation shall be shored and braced to resist the extra pressure.

(6) Adequate physical barriers shall be provided with standard walkways and guardrails where personnel or equipment may be adjacent to the excavation or trench.

h. The following weather and evacuation instructions are observed:

(1) Outdoor operations involving roof or scaffold work will stop when it has been determined that the wind velocity is greater than 35 MPH unless adequate provisions are made for resisting wind pressures.

(2) Outdoor operations on roofs and scaffolds will stop when lightning storm approaches. Personnel will proceed to ground level until it is safe to resume operations.

(3) In the event it becomes necessary to evacuate the depot, the contracting officer must notify the contractor of the established closing time.

(4) Departure shall be by the usual gate unless traffic rerouting becomes necessary due to outside conditions.

(5) Upon evacuation, the contractor must instruct his employees to go directly home. Further instructions regarding return to work will be announced by the contracting officer through the usual public media (i.e., newspapers and radio).

1 March 1993

LEAD-P 385-4

8. Environmental.

a. All contractors are responsible for the management and proper disposal of any waste, hazardous or non-hazardous, which is generated by their activities on LEAD. The contractor must fully comply with the requirements and provisions of all applicable Federal, State, and local statutes pertaining to any environmental activity. In addition, the contractor must fully comply with the terms and conditions of LEAD-R 200-3. Contractors must complete a Waste Profile Sheet and a Waste Disposal Information Sheet for each container of waste which they generate. These sheets can be obtained from the Environmental Management Office, building 618. The disposal facility information shall be submitted for all intermediate as well as final disposal facilities which are utilized for the storage and ultimate disposal of waste generated at LEAD by the contractor. These forms and the hazardous waste manifest or non-hazardous waste bill of lading shall be completed to the extent possible and returned to the Environmental Management Division (ATTN: SDSLE-EN) for review 3 days prior to any scheduled pick-up of waste leaving the depot. LEAD also requires a copy of the hazardous waste manifest or the non-hazardous waste bill of lading, a certificate of disposal, and the landban notification forms if applicable, within 30 days of receipt by the contractor. If the waste is managed at any intermediate facilities before final treatment or disposal and is remanifested, LEAD shall receive a copy of all manifests for all facilities, intermediate and final. LEAD will also require the contractor to update the Waste Profile and Waste Disposal Information sheets so that the depot can maintain accurate records.

b. ALL HAZARDOUS WASTE SHALL BE REMOVED FROM THE DEPOT TO PERMITTED FACILITIES WITHIN 90 DAYS FROM THE ACCUMULATION START DATE. The accumulation start date is the date when the first drop of waste is placed into the container. LEAD policy is that all non-hazardous waste shall be removed from the depot within 120 days from the accumulation start date.

c. The contractor must fully comply with the terms and conditions of the Letterkenny Army Depot Installation Spill Contingency Plan (ISCP). Report all spills to Protective Services Division, extension 911. In general, the contractor must immediately notify the site supervisor or LEAD point of contact in the event of any spill, and then notify the LEAD Protective Services Division, dialing 911, and providing all necessary information. The contractor is responsible for the successful clean-up and all costs associated with the spill event.

d. If, in the course of his duties, the contractor shall encounter material which is suspected to contain asbestos, other than that which may have been identified to him in contract specifications, he shall refrain from disturbing the suspect material in any manner and shall notify the Environmental Management Division, extension 8438, who will be responsible for sampling the material to determine its asbestos content and the course of action to be followed. If the contractor has already disturbed the suspect material, he shall stop work immediately upon recognizing the potential hazard and shall immediately inform the supervisor of the area, who in turn shall immediately notify the Safety Office, extension 5253, of the incident.

9. Contracts for Savanna Army Depot Activity (SVADA). Information submitted herein will be followed for contractor's guidance within SVADA. LEAD references will be used as SVADA guides. In addition, the following telephone/personnel/buildings will be substituted.

SECURITY: Security Manager
Building 132

DSN 585-8831; Commercial 815-273-8831

FIRE PREVENTION:

Fire Chief
Building 100

DSN 585-8431; Commercial 815-273-8431

SAFETY: Safety & Occupational Health Manager
Building 1

DSN 815-8838; Commercial 815-273-8838

NOTE: Contractors should report to Security Manager, Building 132, upon entry to SVADA.

1 March 1993

LEAD-P 385-4

OFFICIAL:

JOSEPH W. ARBUCKLE
Colonel, OD
Commanding

Patricia R. Hawkins

PATRICIA R. HAWKINS
Chief, IMA Support Branch
Directorate of Information
Management

DISTRIBUTION:

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